

RECORDS RETENTION AND DISPOSAL SCHEDULE

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| Agency City of Salisbury | | Division/Unit Dept. of Internal Services/Finance - Billing & Collections |
|--|--|---|
| ITEM NO. | DESCRIPTION | RETENTION |
| 1. | Property Transfer Forms. –Show seller, buyer, address, property description, amount due, etc. | Retain 3 years and until all audit requirements have been fulfilled, then destroy. |
| 2. | Miscellaneous Accounts Receivable. –Miscellaneous revenue inquiry, remittance form, adding machine tape, invoice inquiry, remittance advice, etc. | Retain 3 years and until all audit requirements have been fulfilled, then destroy. |
| 3. | Application for Business License. –Application, license renewal. | Retain 3 years and until all audit requirements have been fulfilled, then destroy. |
| 4. | Miscellaneous Medical Claim Payments. –Audit Trial reports, payments, correspondence, patient collection report, explanation of payment, remittance advice, provider voucher, insurance call-in information sheet, EMS registration face sheet. | Retain 3 years and until all audit requirements have been fulfilled, then destroy. |
| 5. | Computer Reports. –Adjustment update register, payment update register, combined billing update, adjustment updates, trial balance, cash updates, cash posting, tax billing interface, invoice billing register, cash receipts, adjustment updates. | Retain 3 years and until all audit requirements have been fulfilled, then destroy. |
| APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>June 20, 2007</u> SIGNATURE <u>Pamela B. Oland</u> TYPE NAME <u>Pamela B. Oland</u> TITLE <u>Director of Internal Services</u> | | SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>29 NOV 07</u> SIGNATURE <u>Edward A. J. [Signature]</u> |

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| 6. | Utility Bills. —Copy of bill, payment stub returned with payment, customer receipt, adding machine tape. | Retain 3 years and until all audit requirements have been fulfilled, then destroy. |
| 7. | Tax Reports. —Parcel listings, tax roll, tax payments edit list. | Retain 3 years and until all audit requirements have been fulfilled, then destroy. |
| 8. | Property Tax Payments. —Remittance stub, adding machine tape, tax certificate, accounts receivable inquiry, check stub, disbursement check voucher. | Retain 3 years and until all audit requirements have been fulfilled, then destroy. |